

OPTIONAL INFORMATION	
Name of School:	Date of Inspection:
Vocational Program/Course/Room:	Signature of Inspector:

GUARDING FLOORS, STAIRS, AND OTHER OPENINGS SELF INSPECTION CHECKLIST

Guidelines: This checklist covers some of the regulations issued by the U.S. Department of Labor - OSHA under the General Industry standard 29 CFR 1910.23 which was adopted by reference. It also covers one regulation from the New Jersey Department of Education, School Facility Planning Service (N.J.A.C. 6:22-5.3(a)(2)). It applies to classrooms with **permanent and temporary** floor openings such as holes greater than 1 inch in its least dimension, floor drains, manholes, hatchways, ladder openings, or pits; **and** raised-open sided floors, platforms, runways or storage areas. The regulations require guardrails to protect people from falling into or through floor openings or off open-sided areas. The regulations also require toeboards where there is a chance objects such as tools will fall off open-sided areas or through holes and strike people below. For construction sites, please use the checklist "Guardrails, Handrails and Covers for Construction." **Permanent** guardrails and handrails installed in full compliance with existing New Jersey Department of Community Affairs (NJDCA) building codes may not have to be changed to meet current requirements. The NJDCA regulations take precedence over OSHA regulations. Definitions of underlined terms are provided at the end of the checklist to help you understand some of the questions. Any question marked with the symbol (⊗) indicates a history of previous violations in vocational schools.

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| 1. Is every skylight <u>floor opening</u> and <u>hole</u> guarded by a standard skylight screen or a fixed standard railing on all exposed sides? [29 CFR 1910.23(a)(4)] | <u>Please Circle</u>

Y N N/A DK |
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Comments/Corrective Action

GUARDING FLOORS, STAIRS, AND OTHER OPENINGS
SELF INSPECTION CHECKLIST

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| 2. | Are all <u>floor openings</u> to stairways, ladderways, hatchways, chutes or manholes guarded by a standard railing and toeboards (on all sides except the entrance) or other protective cover? [29 CFR 1910.23(a)(1), (2), (3), (5) and (6)] | Y N N/A DK |
| 3. | Is every temporary <u>floor opening</u> guarded by a standard railing or constantly attended by someone? [29 CFR 1910.23(a)(7)] | Y N N/A DK |
| 4. | Is every <u>floor hole</u> into which a person can accidentally walk guarded by either a standard railing and toeboard or floor hole cover? [29 CFR 1910.23(a)(8)] | Y N N/A DK |
| 5.☹ | Is every <u>floor hole</u> into which a person cannot accidentally walk (on account of fixed machinery, equipment, or walls) protected by a cover that leaves no openings more than 1 inch wide? [29 CFR 1910.23(a)(9)] | Y N N/A DK |
| <p>Note: The cover must be securely held in place to prevent tools or materials from falling through.</p> | | |
| 6. | Where doors or gates open directly onto a stairway, is a platform provided that allows an effective width of at least 20 inches when the door swings open? [29 CFR 1910.23(a)(10)] | Y N N/A DK |
| 7.☹ | Is every open sided floor or platform 4 feet or more above the adjacent floor ground level guarded by a standard railing on all open sides? [29 CFR 1910.23(c)(1)] | Y N N/A DK |
| 8. | Is every <u>runway</u> guarded by a standard railing on all open sides that are 4 feet or more above the floor or ground level? [29 CFR 1910.23(c)(2)] | Y N N/A DK |

Comments/Corrective Action

GUARDING FLOORS, STAIRS, AND OTHER OPENINGS
SELF INSPECTION CHECKLIST

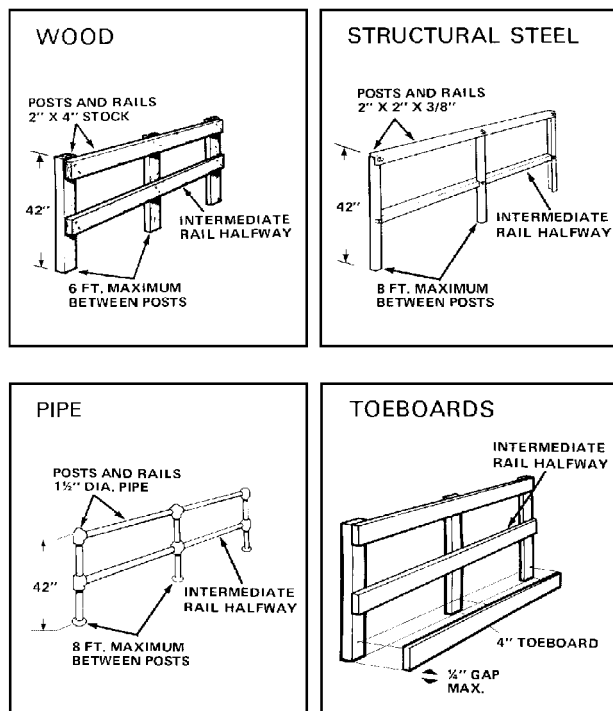
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| 9. | Regardless of height, are all open sided floors, walkways, platforms or <u>runways</u> above or adjacent to any dangerous equipment or operation guarded with a standard railing and toeboard? [29 CFR 1910.23(c)(3)] | Y N N/A DK |
| 10.☹ | Is every open sided floor or platform 4 feet or more above the adjacent floor ground level guarded by a toeboard if beneath the open sides, (i) persons can pass, (ii) there is moving machinery, or (iii) there is equipment with which falling materials could create a hazard? [29 CFR 1910.23(c)(1)] | Y N N/A DK |
| 11. | Is every <u>wall opening</u> from which there is a drop of more than four feet guarded with a standard railing or other barrier to prevent someone falling through? [29 CFR 1910.23(b)(1), (2) and (4)] | Y N N/A DK |
| 12. | Is every window <u>wall opening</u> at a stairway landing, floor, platform or balcony from which there is a drop of more than 4 feet, and where the bottom of the opening is less than 3 feet above the platform or landing, guarded by slats, grill work or standard railing? [29 CFR 1910.23(b)(3)] | Y N N/A DK |
| 13. | Is every flight of stairs having four or more risers equipped with standard stair railings or standard handrails as specified below? [29 CFR 1910.23(d)(1)] | Y N N/A DK |
| | <div style="margin-left: 40px;">(i) On stairways less than 44 inches wide having both sides enclosed, at least one handrail is required, preferably on the right hand side descending.</div> <div style="margin-left: 40px;">(ii) On stairways less than 44 inches wide having one open side, at least one stair railing must be provided on the open side.</div> | |

Comments/Corrective Action

GUARDING FLOORS, STAIRS, AND OTHER OPENINGS
SELF INSPECTION CHECKLIST

- (iii) On stairways less than 44 inches wide having both sides open, one stair railing is required on each side.
- (iv) On stairways more than 44 inches wide but less than 88 inches wide, one handrail on each enclosed side and one stair railing on each open side is required.
- (v) On stairways 88 or more inches wide, one handrail on each enclosed side, one stair railing on each open side, and one intermediate stair railing located approximately midway of the width is required.

Proper Construction and Specifications for Guardrails



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Comments/Corrective Action

GUARDING FLOORS, STAIRS, AND OTHER OPENINGS
SELF INSPECTION CHECKLIST

14. Where standard railings are provided, do they meet the following specifications? [29 CFR 1910.23(e)(1)] Y N N/A DK

Note: The rail must consist of a top rail, at the height of 42 inches and a midrail at approximately 21 inches. The top rail must be smooth-surfaced throughout the length of the railing.

15. Are all guardrails along stair runs and landings 42 inches above the tread nosing? [N.J.A.C. 6:22-5.3(a)(2)] Y N N/A DK

Note: OSHA requires stair railings not more than 34 inches nor less than 30 inches from the top of the rail to the surface of the step in 29 CFR 1910.23(e)(2).

16. If wooden railings are used for guardrails, are the posts at least 2 inches by 4 inches and spaced not to exceed 6 feet? The top rail and intermediate rails must also be at least 2 inches by 4 inches stock. [29 CFR 1910.23(e)(3)(I)] Y N N/A DK

17. If pipe railings are used, are posts and top and intermediate rails at least 1-1/2 inches nominal diameter with posts spaced not more than 8 feet on center? [29 CFR 1910.23(e)(3)(ii)] Y N N/A DK

18. If structural steel is used for guardrails, are the posts and top and intermediate rails at least 2 inches by 2 inches by 3/8 inch angles or other metal shapes of equivalent bending strength with posts spaced not more than 8 feet on center? [29 CFR 1910.23(e)(3)(iii)] Y N N/A DK

19. Is the guardrail anchored and of such construction that it is capable of withstanding a load of at least 200 pounds applied in any direction at any point on the top rail? [29 CFR 1910.23(e)(3)(iv)] Y N N/A DK

Comments/Corrective Action

GUARDING FLOORS, STAIRS, AND OTHER OPENINGS
SELF INSPECTION CHECKLIST

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| 20. | Are standard toeboards at least 4 inches in height provided at the floor of the guardrail? [29 CFR 1910.23(e)(4)] | Y N N/A DK |
| 21. | Are handrails constructed so that anyone trying to grasp it can do so easily (i.e. rounded)? [29 CFR 1910.23(e)(5)] | Y N N/A DK |
| 22. | Are all handrails and railings provided with a clearance of not less than 3 inches between the handrail or railing and any other object? [29 CFR 1910.23(e)(6)] | Y N N/A DK |

Note: A distance less than this would make it difficult to get a good grasp in an emergency.

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| 23. | Are skylight screens constructed so that they are capable of withstanding a load of at least 200 pounds applied perpendicularly at any one area on the screen? [29 CFR 1910.23(e)(8)] | Y N N/A DK |
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Note: Sometimes people will get on the roof and fall through skylight screens which are not designed to prevent this type of fall.

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| 24. | Are <u>wall opening</u> barriers (rails, rollers, picket fences, and half doors) of such construction and mounting that, when in place at the opening, the barrier is capable of withstanding a load of at least 200 pounds applied in any direction (except upward) at any point on the top rail or corresponding member? [29 CFR 1910.23(e)(9)] | Y N N/A DK |
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SELF INSPECTION CHECKLIST

Definitions:

Floor hole means an opening measuring less than 12 inches but more than 1 inch in its least dimension, in any floor, platform, pavement, or yard through which materials but not persons may fall.

Floor opening means an opening measuring 12 inches or more in its least dimension, in any floor, platform, pavement, or yard through which persons may fall.

Runway means a passageway for persons, elevated above the surrounding floor or ground level, such as a footwalk along shafting or a walkway between buildings.

Wall opening means an opening at least 30 inches high and 18 inches wide, in any wall or partition, through which persons may fall; such as a chute opening.

GUARDING FLOORS, STAIRS, AND OTHER OPENINGS
SELF INSPECTION CHECKLIST

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